

Overview:

- **Scanning:** You are considering scanning? You are talking and meeting about scanning? You are scanning some materials? You are scanning everything?
- **Packing boxes:** Let's talk about space. Packing for Archives vs. packing for Records Center, non-permanent material.
- **Disposition of boxes:** What happens when the retention time has been met?

Records Management



Scanning:

Moving Forward

The Maine State Archives Search Room is currently scanning their own collections. We have begun with court docket books to relieve the constant physical referral to the actual books for preservation, service and convenience. Now our Archivists and Search Room staff have this information available to them a few keystrokes away.

We have accomplished this with the help of our IT department housed at Bureau of Motor Vehicles. BMV-IS have purchased servers and we are using OnBase software to index our holdings.

We are currently working on a major initiative to scan material stored at the Records Center warehouse. We are interested in working with agencies to back scan eligible targets. This undertaking will involve scanning, checking, and disposing of non-permanent state agency material. Turning over ownership of digital content to the agency, storing and providing these files electronically.

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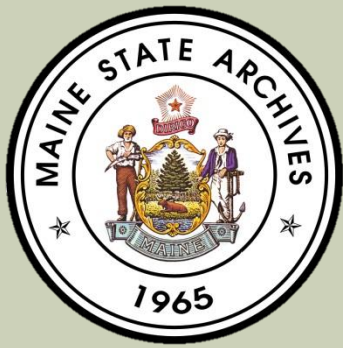
Scanning:

Continued

We are proud to display our holdings on Digital Maine, a repository offered by the Maine State Library. Some of these collections include fire tower maps, photographs and historical documents.

There are many ways of beginning a scanning program. Some agencies are using something as simple as the copiers in their office to digitize documents. Advanced copiers have the capability to provide accurate scanning. We email scanned copies of documents to agencies and the public regularly.

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Scanning:

Continued

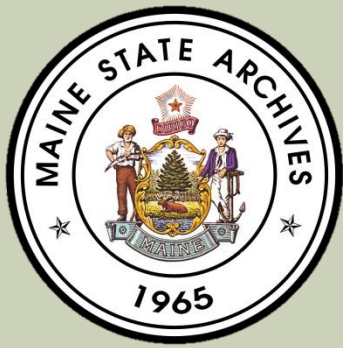
Your agency should begin to measure the validity of starting a scanning program.

I can share that we here at Archives had to extend ourselves beyond our comfort level to make this happen. We are already seeing the efficiency that a scanning program provides. Our customers are the true beneficiaries as a result of our efforts.

Most agencies will fall under Office of Information Technology (OIT) in Augusta for their source of server space and scanning services. They are a great resource and can help you start a scanning program.

At Archives we have hundreds of schedules and series that we use to identify material that is targeted for scanning. For many agencies it will be much less complicated. I would suggest that ANY agency should be considering a scanning program over the next five years.

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Packing Boxes:

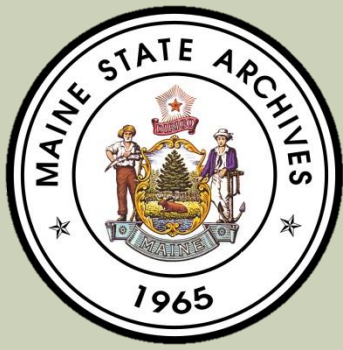
**The “State Records Center” document is your guide.
This document is on our website and will help
your agency prepare your holdings.**

You’ve set up your schedules through Felicia Kennedy our Records Management Analyst and you are now ready to prepare your transmittal.

Know your schedule and series number before preparing a transmittal. It is important that you know your schedules. Using the correct schedule and series number will ensure your retention period is accurate and defines the final disposition of your agencies material.

You next step is to make out a transmittal and email it to Robert Caron, Records Center Supervisor. He will review the transmittal and if necessary make recommendations. The transmittal must be signed by an authorized Records Officer, approved by Maine State Archives. Like most agencies we are required by statute to follow protocols and we take storing your holdings seriously.

Records Management



Packing Boxes:

Continued

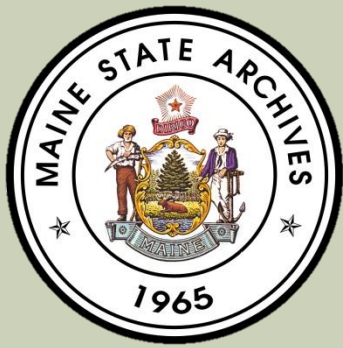
Your boxes are to be packed by year, then alphabetically or numerically. If possible box sets should be packed representing one year for each transmittal. Allowances are made for specific circumstances.

Next, schedule a pickup or delivery date and time. Cars are for people! Box trucks are for deliveries! We currently service pickups in the Augusta area. Please arrange for a proper vehicle to transport your boxes.

Boxes must be packed in Archives approved 801 boxes.

These boxes are available for purchase from the V&B Mason catalog or through V&B Mason online. V&B Mason provides delivery to your agency.

Records Management



Packing Boxes:

Continued

Packing for Archives: Your boxes should be full with no intentions of adding to them. No clips, staples, rubber bands, three ring binders, hanging file folders will be accepted. If a box is packed and your material doesn't fill the box, add a filler to help keep the material intact is recommended.

Packing for Records Center, non-permanent materials: Same as above but leave a little room and that may allow a small file to be added. Check with Records Management before sending an add on file. If you have a large add on, make a new box with a new transmittal that will cross reference to the original material. Records Management can pull the original file and add it to the new box leaving a cross reference transmittal in the original box. Please update your finding aids to reflect this new information.

The packing list goes in the box and your office keeps a copy to reference, if the material is non-permanent. If the material is archival, we want the packing lists emailed with the completed transmittal and your office keeps a copy to reference. Please do not tape the packing list on top of the box or inside the top cover.

Records Management



RED = YOU **BLUE = US**
Maine State Archives
 84 SHS, Augusta, ME 04333-0084
 Tel. (207)287-5792
 recordscenter.archives@maine.gov

For Maine State Archives Use Only

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No of boxes **20**

TRANSMITTAL OF RECORDS

Agency No.
29 - 255R

Transmittal No.
2016-213

Department Secretary of State		Bureau Maine State Archives		Division Records Management	
Person to contact Robert Caron		Telephone 287-5792	Location (building, floor, room) Cultural Building		
Mailing address 84 SHS - 230 State Street - Augusta, ME 04333			Retention Schedule (to be inserted by RM staff)		
			In Agency	In Records Center	Destroy/Archival
Restrictions on access		Authority	3	17	Destroy
Schedule No. 334	Series No. 18#	Media Paper	Series Title (See Records Disposition Schedule - use same title) Request for Reference Service		Are all records included closed and inactive?
Location (leave blank for RM use)	Agency Box Identifier	First Item	Last Item	Closed File Dates	
				FIRST Date/Year	LAST Date/Year
1900-0201	01	Admin & Financial Services	Executive	1-1-2014	12-31-2014
1900-0202	02	Human Services	Dept. of Transportation	1-1-2014	12-31-2014
1900-0203	03	Abbott, Paul	Mullen, Linda		
1900-0204	04	Nason, Sarah	Zuraski, Jeff		
1900-0205	05	1	215		
1900-0206	06	216	474		
1900-0301	07				
1900-0302	08				
1900-0303	09				
1900-0304	10				
1900-0305	11				
1900-0306	12				
1900-0401	13				
1900-0402	14				
1900-0403	15				
Records Officer/RO Assistant Name Felicia Kennedy		Access Code # 7766			
Signature of Records Officer/RO Assistant (if e-mailed from a State address, typed name will be sufficient): Felicia Kennedy		Date 1-5-2015	Received by (Maine State Archives): Robert Caron		Date 1-7-2015



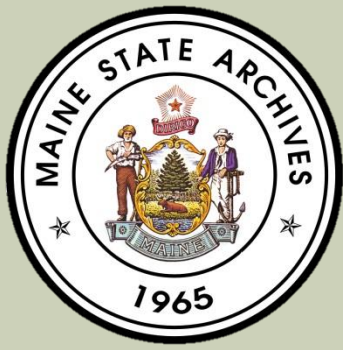
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Agency No.
29-255R

Transmittal No.
2016-213

MSA/RM 33a/Rev.062016

Records Management



Documents:

Hold On To Your Paperwork!

Schedules: having your schedules readily available will help in the process of gaining control of your agencies material.

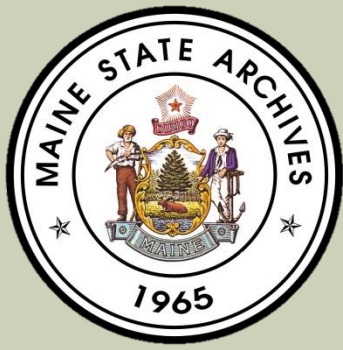
Packing Lists: copies of your packing lists should be kept with your transmittals so your agency can reference what the contents of each box contains which will help you locate a file.

Transmittals: are filled out to give you general information as to the location of your material. They are used in conjunction with packing lists. The transmittal is your most important finding aid.

Request Forms: these should be kept for your inter-office reference for one year.

Dispositions: when you receive a disposition notification, they should be matched to your transmittals that are listed to be disposed.

Records Management



File Requests:

Ordering a File

Once your boxes have been shelved and assigned a location we will email you your updated transmittal(s). These locations are used when requesting a file.

A request form can be found on the Archives website under Records Management, then select Transferring State Records. This is also where you will find all Records Center forms.

Please be sure to fill out all the information required on the request form and email to recordscenter.archives@maine.gov

Files will be delivered to you through inter-office mail, unless you are requesting the entire box, you will need to pick up these boxes from the Records Center at 10 Water Street in Hallowell. The Records Center number is 287-3627, please make arrangements with our staff before arriving at the warehouse.

Records Management



Returning Your Files:

Files can be returned to Maine State Archives - SHS #84 - Attention Robert Caron

The files we send you have your access card number, 8 digit location number and box number which will direct us to return your material to the proper box therefore no return form is needed.

If you would like to add documents to a returned file, a small amount is acceptable. If you wish to add a large amount of documents to a returned file, it may not fit back in its original box.

Before returning an entire box please make arrangements with the Records Center staff. #287-3627

Records Management



Disposition:

Disposition final arrangement, the disposition of the case, transfer to the care or possession of another.

Pre-Archival the material is stored by Maine State Archives (MSA) but may be requested and distributed until the archival retention has been met, now the material belongs to MSA.

Direct Transfer Archival the retention of this material is regarded archival upon receipt from the agency. Direct transfer material becomes the property of MSA.

Non-Permanent material has a destroy retention and agencies will be notified when the material is eligible for destruction.

Records Management



Disposition:

Continued

You will receive a cover letter and a disposition notification by email. This indicates that your material is due for destruction. The records officer needs to match transmittals and verify those listed on the disposition notification. A signature from the records officer permits us to destroy the material according to schedule and retention.

The disposition notification allows destruction of material. It is important as it allows us to cycle material out and create more space for incoming material. Without this process the Records Center will meet capacity and no longer service agency storage needs.

Records Management





Conclusion:

It is our desire to move forward into the future of Records Management with a combination of scanning, storage and disposition. Maine State Archives & Records Management would like the cooperation of agencies to follow our lead taking advantage of embracing today's technology.

Physical space is finite We are at a crossroads of physical warehouse space and digital storage. We want to serve you but the days of unlimited shelf space are in the past. Maine State Archives will guide your agency but part of the mission in these times is too carefully measure your holdings. What is the best method, the best practice, for given situations? We invite all state agencies to assess for their needs as we move toward solutions to serve the needs of Maine's citizenry together.

Records Management